

KOHS Distracted Driving Educational Simulator Program Corporate Event Step-by-Step Request Process

Step #1 Please review the following guidelines **BEFORE** proceeding to take into consideration going forward in the scheduling process.

- KOHS is located in Frankfort, KY- Eastern Standard Time (EST). KOHS staff **CANNOT** depart from Frankfort, KY before 6:00 am EST.
- Upon arrival, KOHS staff must have at least 30 mins before the first scheduled session to set up the simulator.
- KOHS staff must have at least a 30 min lunch scheduled into the event day schedule.
- All completed Signup Sheets **MUST** be submitted at least **4 weeks** in advance of event date.
- The simulator requires a 10'x60' parking space. Must factor in turning radius while entering/exiting location as well.
- Simulator is for **VALID LICENSED DRIVERS ONLY.**
- **1 class = 1 Signup Sheet of 14 participants for 1 hour.**
- **5 classes = 5 Signup Sheets of 70 total participants for 5 hrs.**
- **6 classes of 84 total participants = Max number of participants in one day.**

Step#2 Please read the KOHS D2 EDU SIM Corporate Event Requirements and Guidelines Policy, **IN ITS ENTIRETY** and factor in the guidelines above before contacting KOHS office.

Step #3 (IF) you are able to meet **ALL** requirements, call KOHS office at **502-564-1438** to complete the KOHS Educational Programs Request Form with a KOHS staff member.

Step #4 KOHS staff will evaluate the date(s) of request, start/end times of the sessions, time and distance of travel to event, number of participants for compliancy before proceeding, and available space for simulator. ****Time & distance of travel in regard to number of participants will be heavily considered before proceeding.***

Step #5 KOHS staff will temporarily place a hold on the requested date of the event, on the KOHS Highway Safety Events calendar and will also attach the KOHS Educational Programs Request Form to the description. The requested date will be held until the request has either been Approved or Denied by KOHS staff.

Step #6 (IF) Event Form received coincides with the KOHS D2 EDU SIM Corporate Event Requirements and Guidelines Policy, a KOHS staff member will email a copy of the KOHS D2 Simulator Educational Program Participant Signup Sheet to you.

Step#7 Print multiple copies of the Event Signup sheet and fill each out in completion to allow **Valid Licensed Drivers Only** to sign up for a session at a designated time.
**Each participant will be checked off at the event and sign in.*

Step #8 Scan completed sheets and email to a KOHS staff member at least **4 weeks** prior to requested event date.

Step #9 KOHS staff will review Participant Signup Sheets for compliancy.
This step does not ensure confirmation of event.

Step #10 (IF) Signup Sheets are returned within required timeframe and complies with KOHS Policies, a KOHS staff member will do the following;

- Confirm the event on the KOHS Highway Safety Events calendar.
- Attach completed Event Request Form & completed Participant Signup sheets to Event Description on calendar.
- Request additional KOHS staff members to assist with event.
- **Send confirmation to you that the event has been scheduled.**

**** If the D2 Simulator event request is denied, you will receive notification via email from a KOHS staff member.***

